

SECTION 1100.00 – DEFINITIONS

Agreement	A binding agreement or contract between the State and the Consultant.
Agreement Administrator	The Agreement Administrator directly administers the consultant's performance and payment per the agreement/contract specifications.
CAE	The Consultant Administration Engineer is the head of the Consultant Administration Unit and serves as Chairman of consultant selection committees.
CAU	The Consultant Administration Unit of the Roadway Design Section has general oversight responsibility for developing, authorizing, and managing ITD Professional Service Agreements.
Consultant Administration	The overall program of solicitation, selection, negotiation, and administration of consultant agreements for professional services.
Contract/ Construction Contract	The written agreement between the state and the Contractor/Consultant covering the performance of the work.
Contractor	The individual, partnership, firm, corporation, or any acceptable combination thereof, contracting with the Idaho Transportation Department, for performance of prescribed work.
Combined Overhead	The sum of the payroll additives and general administrative overhead expressed as a percent of the direct labor cost.
Consultant	The individual or firm providing professional services.
Cost	The sum of the hourly charge-out rate and other direct costs. Also referred to as Unit Cost.
Cost Plus Fixed Fee	The sum of the payroll costs, combined overhead, other direct costs, plus a fixed fee.
DBE	Disadvantaged Business Enterprise
Department	Idaho Transportation Department.

Direct Labor Costs	The actual salaries paid to personnel for the time worked directly on the project. Also referred to as payroll costs.
Extra Work	Any services or actions required of the Consultant beyond the obligations of the original or modified contract.
FARs	Federal Acquisition Regulations (48 CFR)
Fee	A dollar amount negotiated to cover the Consultant's profit and business expenses not allocated to overhead costs. It is a percent of the direct labor and combined overhead.
FHWA	Federal Highway Administration. The federal agency that provides oversight on all federal-aid projects.
Fixed Fee	A fee that is set by the consultant that does not vary as direct labor varies. Many contracts are written with "cost plus fixed fee."
General Administrative Overhead	The allowable overhead expense expressed as a percent of the direct labor cost.
LPA	Local Public Agency.
LRC	Local Roads Coordinator.
Lump Sum	An agreed upon total amount, that constitutes full payment for all work described in the agreement.
Not-To-Exceed Amount	The maximum amount payable unless adjusted by a Supplemental Agreement or additional services.
Other Direct Costs	The out-of-pocket costs and expenses directly related to the project that are not a part of the company's overhead expense.
Payroll Additives	All payroll additives allocated to payroll costs such as FICA, State Unemployment Compensation, Federal Unemployment Compensation, Group Insurance, Workmen's Compensation, Holiday, Vacation, and Sick Leave. Payroll additives are expressed as a percent of the direct labor cost.

Payroll Costs	The actual salaries paid to personnel for the time worked directly on the project. Also referred to as direct labor cost.
Pre-award Audit Assurance	Prior to the execution of the agreement, an evaluation of the cost elements of agreements and work tasks which amount to \$100,000 or greater
Professional Services	Any professional services for engineering (i.e., material inspection, bridge inspection, construction inspection, design, environmental, archaeological, geotechnical engineering, transportation planning, public involvement, and information technology engineering), architectural, land surveying, legal, accounting, auditing, and right of way where negotiating the price is the accepted practice of the profession.
Project	The section of highway or that area as shown by the plans, within which work is to be performed.
PSA	Professional Services Authorization.
Resident/Regional Engineer	The administrator acting either directly or through an authorized representative within the limits of the authority granted by the administrator.
Scope of Services	Similar to Scope of Work, except that it explains the services that are to be provided by the Consultant.
Scope of Work	All work required by the plans, specifications, and special provisions to complete the project.
State	The State of Idaho acting by and through the Idaho Transportation Board and the Idaho Transportation Department.
Subconsultant	Any consultant that is hired by the prime consultant to perform contract-related engineering services. All subconsultants must be approved by CAU and the Agreement Administrator prior to contracting with the prime Consultant.
Supplemental Agreement	An agreement that modifies the existing contract to accomplish work beyond the scope of the original contract.
Unit Cost	The sum of the hourly charge-out rate and other direct costs. Also referred to as Cost.

Unit Prices	The allowable charge-out rate for units or items directly related to the project that is not a part of the normal overhead expense.
Work Task	Under the Term Agreement, the Work Task details a particular task and the expected output that the pre-qualified consultant will perform.